



# HUMAN RESOURCES DEPARTMENT

**City of Burlington**

179 South Winooski Ave, Burlington, VT 05401

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## HUMAN RESOURCES ADMINISTRATOR - Human Resources Department

**POSTING DATE: January 10, 2014**

**DEADLINE TO APPLY: January 22, 2014**

**RATE OF PAY: \$21.37/hr**

**POSITION STATUS: Regular FT**

**EXEMPT/NON-EXEMPT: Non-Exempt**

**CLASSIFICATION GRADE: 16**

**APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

This position serves a vital role in the day to day management of the Human Resources Department. It touches every aspect of HR service delivery including, but not limited to, general office management, HRIS/database administration, workers compensation, benefits, recruitment, budget management and accounting support. This position must maintain confidentiality and demonstrate the utmost judgment at all times.

### Essential Job Functions:

- Act as Executive Assistant to the HR Director.
- Act as Secretary to the Institutions and Human Resource Policy Committee, to include, scheduling and warning meeting times and locations, preparation of agendas and associated meeting packets, organizing and gathering post meeting information as necessary, and prompt preparation of minutes.
- Support recruitment efforts by ensuring that all positions are posted in accordance with City policies, fielding questions regarding employment opportunities, maintaining applicant tracking system and ensuring application files are kept up-to-date and remain current for twenty four months.
- Meet and assist or direct all walk-in Human Resources Department visitors.
- Ensure that the main Human Resources phone line is answered at all times during regular business hours.
- Respond to questions from employees and the general public regarding City personnel policies and procedures and coordinate freedom of information act responses.
- Maintain master HR calendar tracking time and attendance and coordinating office coverage.
- Maintain office, ensuring main office is neat, equipment is serviced and supply inventory is stocked at appropriate levels.
- Work with generalists to coordinate all new employee orientations and schedule conference rooms.
- Collect and meter outgoing mail, and collect, sort and distribute all incoming department mail at least once daily.
- Keep current and organize all City of Burlington employee personnel records in accordance with City of Burlington policy, and state and federal laws.
- Maintain City-wide change of status form procedures in cooperation with the payroll department. Receive and record change of status forms, new employee information, and a variety of other personnel materials, and ensure that all appropriate information is recorded, maintained and kept current in the HRIS database.
- Responsible for maintaining applicant administration systems HRIS. Ensure that all positions are posted in accordance with City policies.
- Produce specialized workforce reports from HRIS database for department staff as requested.
- Produce reports of monthly anniversary dates and end of probation notices for generalists to deliver to appropriate supervisors.
- Ensure HR website information is correct and up-to-date.
- Oversee administration of COBRA programs, to include, forwarding COBRA election letters, processing changes in the HRIS database, monthly billing, deposits, and accounts receivables.
- Perform all department accounting functions including but not limited to; accounts payable, accounts receivable, journal entries, and department audits.
- Maintain general department budget and provide Director with a monthly status update.
- Maintain and update benefit information in HRIS. Serve as a back-up to generalists in submitting benefit enrollment, deletion, change paperwork to carriers as needed.
- Serve as the Title I Americans with Disability Act Coordinator.
- Coordinate employee bus and parking passes, to include, maintaining database and sending monthly to the C/T office for appropriate billing.
- Update and re-post the City shared drive the City of Burlington Employee Telephone Directory once annually.
- Participate in city-wide events (e.g. blood drives, United Way) as request by Director.
- Serve as the back-up for generalists in processing criminal background checks in accordance with City of Burlington policy, and state and federal regulations.
- Performs other duties as required.

### Qualifications/Basic Job Requirements:

- Bachelors Degree or equivalent combination of education and experience is required.
- Three years office/administrative experience is required. Experience working in a Human Resources office is preferred.
- Strong administrative skills, with the ability to multi-task and prioritize large volumes of work to accomplish competing

objectives is required.

- High level of proficiency in Windows-based applications is required. Experience with database maintenance is preferred; Experience in Visio is a plus.
- Experience in simple website maintenance is a plus.
- Demonstrated ability to work and interface with the general public, elected officials, employees and outside entities in a courteous, professional and confidential manner is required.
- Utilization of the utmost discretion and solid judgment in all written and verbal communication is required.
- Ability to work under pressure, meet firm deadlines and problem solve under minimal supervision is required
- Ability to demonstrate a team orientation and build strong working relationships is required.
- Experience in budget preparation and maintenance is preferred.
- Insurance administration experience is preferred.
- Experience working in a work environment that is highly regulated by law is a plus.
- Commitment to continuous professional development to learn HR theory, terminology, laws and regulations and best practices is required.

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**To Apply: Submit cover letter, resume and a City of Burlington Application by January 22, 2014 to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact

Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.